



State of Tennessee Department of Children's Services New/Revised Policies and Updates

TO: All Department of Children's Services Employees
FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development
DATE: December 13, 2007

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are linked on this list for ease of access. If links do not work properly, please go to the policies or forms web pages to access documents.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures	Summary of Policy Revisions/Other Information
1.	1.5	Internal Audit	1	12/0/07	None	Policy revision: Supersedes: DCS 1.5, 07/01/05; Revised to comply with the annual policy review requirement. Minor review required.

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

***If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

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2.	16.27	Resource Parents' Right to Appeal Fourteen-Day Removal Notice	16	12/12/07	<i>CS-0450 Notice For Removal of a Child From Resource Family Care</i> (Form under revision and will be posted within the next few days) CS-0403 Appeal For Fair Hearing CS-0583 Waiver of Right To Appeal	Policy revisions: Supersedes: DCS 16.27, 07/01/07; Revised to delete Section A, 5 "The removal was the result of an SIU investigation." Minor policy review.
3.	21.14	Serving the Education Needs of the Child-Youth	21	12/01/07	None	Policy revision: Supersedes 21.14, 04/01/07; Revisions include: References of "rape of a child" removed from procedures due to Attorney General ruling; Requires minor policy review.

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4.	Manual	Manual for Developing Policies and Procedures	1	12/01/07	CS-0251, Local Procedures	<p>Manual/form revision: Supersedes July 2007; Revisions to the “Local Directives and Procedures/Protocols” Section include:</p> <p>1. Removal of references to “Local policies, protocols or directives” and replaced with “<u>Local Procedures</u>” to clarify that the “policy” is <u>not</u> being revised, expanded or written for the local office/facility only the <u>procedures</u>. Any written local procedures must correspond to an <u>official</u> DCS policy.</p> <p>2. The requirement to number local procedures with a number following the official DCS number is revised to require numbering the local procedures with the same corresponding number as the official DCS policy.</p> <p>3. All other protocols or directives that do not correspond to an official departmental policy will be in memo or other format at the discretion of the office/facility administrator.</p> <p>Requires minor review.</p>

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